

[Please bring completed form to the conference. Do not mail.]

RULE 16 CONFERENCE INFORMATION REPORT

Civil Action No. _____
Jury trial _____ Nonjury trial _____
Arbitration _____ Service of process made _____
(date)

(Caption)

_____ v. _____

Trial counsel _____

Representing _____

Law Firm _____

Address _____

Telephone _____ Fax _____ Email _____

- Are there threshold motions? _____
(identify motion(s))

- When will discovery be completed? _____
(date)

- Will motion for summary judgment be filed? _____
(yes or no)

- Ready for trial by? _____
(date)

- Has settlement been discussed? _____ If not, why not?
(yes or no)

- Future settlement conference requested _____
(yes or no)

- Novel issues or special problems? _____ Describe overleaf.
(yes or no)

Trial time estimates

- Time to present your case _____

- Time for entire trial _____

Date: _____

Signature of counsel

Typed or printed name